

## Instructions for filling in Nordea's bank connection authorization form

In **Authorizing party** section, fill in your company's information. In *Account number (Nordea)* field, fill in the bank account number that's being connected to Procountor. Company phone number and email address is mandatory in order for Nordea to send a link to the electronic signing system where the contract with the bank is signed.

In **Authorized intermediary (eg. bookkeeping agency)** section's *Name of company should be Accountor Finago Oy* and also *Business identity code* should be Accountor Finago's (these are prefilled in the form). In *Contact person, Telephone number* and *E-mail* fields you can fill in the accounting office's information, but these fields are not mandatory to fill in.

In **Intermediation channel for files** section's *Agreement number* field, there's Procountor's WS number prefilled, which for new agreements is 922309311640 and this should not be changed. If you already have an existing bank connection authorization with Nordea, use the agreement number of the existing bank connection authorization. Nordea's customer service will provide further information about opening new bank connections and editing the existing ones.

In **Services the authorized intermediary is entitled to manage** section's *Corporate Payments Services, service ID* field, the bank will fill in the service ID when handling the agreement, so this should be left empty.

On the *Payments, Salaries and Foreign currency payments* options, choose the payment types the company is supposed to be able to use when making payments from Procountor. *Payments* option enables the use of *Bank transfer* payment method in Procountor. Select foreign payment in only these situations when the payment method is used in the company. By selecting the method just in case, will slow down the processing of the contract.

In the *Payment feedback* section, option *Rejected* should be chosen (this is prechosen in the form), which means that the bank will notify Accountor Finago Oy concerning possible rejected payments and Accountor Finago forwards the information to the company who made the payment.

In the *E-statement* section, option *TITO* needs to be chosen so that the bank will send bank statements to Procountor. In the *Sequencing* section, choose the preferred bank statement period (options are day, week, 2x month or 1x month). It's recommended to choose daily bank statement, so that the payments in Procountor will be up to date.

In *Incoming reference payments* section, option *KTL* needs to be chosen, if the company wants to receive reference payment files to Procountor. In order for the incoming payments to get automatically allocated to sales invoices, reference payment files need to be received from the bank to Procountor.

*Sending of e-invoices and Reception of e-invoices* options are chosen only if the company wants to connect bank-operated e-invoice addresses to Procountor. If the company takes OpusCapita-operated e-invoice addresses into use, OpusCapita's addresses are ordered through Accountor Finago and are not handled on the bank connection authorization form.

If bank-operated einvoice addresses are taken into use, the bank will fill in the address to E-invoicing address EDI-code or IBAN field when handling the agreement. E-invoice address is provided to verkkolasku.fi option should be chosen, if the company wants the bank to provide the einvoice address to verkkolasku.fi.

Financial statement files section should be left empty.

In **Deletion of intermediaries** section, option *Delete all existing intermediaries and services connected to them* should be chosen if payment services are linked to another system and want to be disconnected from that system once they're being connected to Procountor. In *Deletion at the earliest*, fill in the date from which the deletion should be valid. Please contact your bank for more information if needed.

The date, from which payment services should be connected to Procountor, is filled in "*The services stated in this power of attorney will be opened as of*  "part of the form.

In **Service fees** section's *Service fees will be debited to the account* field, fill in the company's bank account number from which you want the bank to debit the service fees.

In **Date and signatures of the representatives** section, *Signature and name in block letters (authorising party)* field is meant for the company to sign and this signature is mandatory. *Signature and name in block letters (authorised party)* field is meant for the company's accounting office to sign but this signature is not mandatory.

Nordea will send a link to the electronic signing service by email and phone to sign the bank contract. If the contract is not signed the bank will shut down the opened service.